



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109**



May 13, 2003

MEMORANDUM FOR MANAGEMENT CONTROL ADMINISTRATORS

SUBJECT: Management Control Training Tool Box

You're about to enter the Management Control Training Tool Box. This Tool Box was developed by your Management Control Steering Group to help you. It provides real-life examples for approaching many of the management control tasks you'll be called upon to accomplish.

The material in this Tool Box is NOT directive in nature. Rather, its purpose is to give you IDEAS drawn from actual management control documents of successful programs. Browse through these examples, learn from them and see if anything resonates with you. If you find a useful example, download it and modify it to fit your needs.

Finally, if you have questions, ASK! Ask the Management Control Administrator for your MACOM, or the Administrator who provided the example you're looking at, or one of members of the Steering Group or my office. All of us are here to help and support you.


William M. Harris
Director for Management Services

